

**Roswell Independent School District
Job Description**

Job Title: ROVER

Reports To: COORDINATOR OF MAINTENANCE

General Job Description:

The job of Rover is done for the purpose of providing support to district campuses; assist where needed or assigned in all areas of the maintenance department to get work orders completed within an established time frame, efficiently and safely.

Essential Duties and Responsibilities:

1. Assist/responds to all needs of the maintenance departments (e.g. carpentry, plumbing, grounds, etc.) for the purpose of completing work orders in a safe and timely manner.
2. Delivers shipments (e.g. equipment, packages, supplies, etc.) for the purpose of assisting central receiving in their delivery orders to the schools/sites.
3. Repairs equipment at different schools/sites (e.g. school grounds, playgrounds, fences, desks, tables etc.) with needed repairs and maintaining a safe working environment.
4. Able to work independently under broad organizational policies to achieve organizational objectives; providing information and/or advising others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions.
5. Required to schedule a significant number of activities, meetings, and/or events; gather, collate and/or classify data; and use basic, job related equipment.
6. Flexibility is required to work with data utilizing specific, defined processes; and utilizes equipment under a variety of conditions for multiple purposes and maintains accurate and detailed records.
7. Ability is also required to work with diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of types of job-related equipment in a highly stressful environment.
8. In working with others, problem solving with data requires following prescribed guidelines; and problem solving when equipment is limited.
9. Specific abilities required to satisfactorily perform the functions of the job include; none specified.
10. Manual physical labor, lifting and moving materials, furniture, equipment, and supplies.
11. Maintain assigned uniforms, equipment, tools and shop area in operable, safe and attractive status.
12. Order and account for supplies, materials, and equipment as required or needed.
13. Complete records and reports as required in a timely manner.
14. Know what to do to successfully complete assigned work.
15. Maintain facilities security.
16. Be flexible and able to prioritize tasks.
17. Engage in self-development.
18. Work independently with very little supervision.
19. Report to work on time and work no less than 8 hours per day.
20. Maintain confidentiality with sensitive matters.
21. Communicate in well-organized oral and written forms.
22. May be required to perform other duties/functions as may be required by your supervisor.

Supervisory Responsibilities:

None

Knowledge Of:

1. Basic math; read and follow instructions; and understand multi-step written and oral instructions.
2. Specific knowledge is required to satisfactory perform the functions of the job includes; safety practices and procedures and health standards and hazards.

ROVER (CONT'D)

Qualifications:

1. High School diploma or GED.
2. Job related experience with increasing levels of responsibility is required.
3. Such alternatives in the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting floor to mid-thigh maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
3. Work overhead, in tight areas, off of ladders, off of scaffolds, at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people.
6. Full mobility of fingers/hands.
7. Ability to operate heavy equipment such as front end loader, back hoe, bobcat, fork lift, etc. in a safe manner.

Safety and Health Requirements:

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools and materials.
3. Complete all required training.
4. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Hand tools, equipment, chemicals, and materials particular to this trade skill. Work vehicle, material handling equipment, ladders, work platforms and all equipment related to the job at hand.

Work Environment:

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, to working outside in very cold temperatures. Work schedule will be assigned to best meet the needs of the students and may be altered at any time to accommodate the students. Overtime will be assigned on an as needed basis to take care of emergency situations. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date